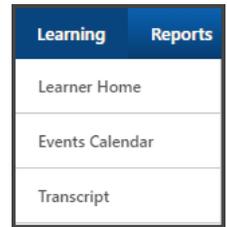




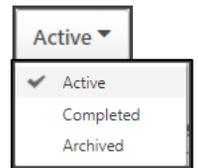
## Withdraw from Training

If you are no longer able to attend a training session, please withdraw yourself from that session so that the seat is made available for someone else.

1. From the Home Page, open the **Learning** tab in the menu bar and then select **Transcript** from the dropdown menu.



2. Ensure the **Active** transcript type is selected or select the Active transcript option from the dropdown.



3. Select the **View Training Details** dropdown button on far right of the course title.
4. Select the **Withdraw** option from the dropdown menu.



In instances where a session has a waitlist, NOT withdrawing prevents the next person on the waitlist from having the opportunity to attend.